

Detailed Registration Instructions

WHAT YOU NEED

- You will need your CU username/password to log in and, if you are an undergrad on campus,
- your [AltPIN](#)
 - AltPIN- you receive this from your advisor. You have a new altPIN for each semester here; it is something we use to make sure you visit your advisor regularly.

PORTAL


- We recommend getting to your Concordia information using the portal, [ConnectCUNE](#).
- The home page on any University-owned machine's web browser will take you to its log-in page.
- From another machine, point your browser to [ConnectCUNE.cune.edu](#).
- Follow these steps:
 - Log in using your username and password (this is typically firstname.lastname; and is the same username and password you will use for Blackboard and your cune.org email).
 - Click on the 'Academic Life' tab along the top of your portal page.
 - Part way down the left side is a channel called Registration Tools. Most of what you need is in there.
 - [Quick instructions](#) are available. If you need more detailed instructions or problem solving, read on.

SELF-SERVICE BANNER

- You can get to SSB (Self-Service Banner) from inside the portal. The channel is right in the middle of the Academic Life tab.
- The class schedule is available both inside and outside our secure site.
 - If you wish, rather than logging in, use the 'Class Schedule' link found by clicking Banner at the top of [www.cune.edu](#), then Banner Self-Service, then Class Schedule.
 - Either way Banner displays live data from the schedule database, so whatever it says there is exactly how the schedule is stored at that moment.
- Click on STUDENT, then REGISTRATION

The links in the [Registration Tools](#) channel will meet most of your needs. See the [Quick Instructions](#). For additional options or if you have problems, detailed instructions follow.

CHECK YOUR REGISTRATION STATUS

- To check your registration status, click the "REGISTRATION STATUS" link.
 - Click on SELECT TERM; select the appropriate term (Fall, Spring, or Summer) and the button "Submit Term"
 - At the top of the page is the date and time you are scheduled to start and stop registering.
 -  This symbol indicates issues which will interfere with your ability to register.
 - [Click here](#) for information about clearing up those issues.
 - [Click here](#) for information about your class 'for registration purposes.'
 - At the top left of the browser window click "Go Back to Academic Life tab."

FIND SCHEDULE INFORMATION:

- (If you have already selected a term skip this step.) Click on SELECT TERM; select the appropriate term (Fall, Spring, or Summer) and click the "Submit Term" button.
- Use the Look Up Classes link to search the schedule. Searching tips:
 - Click on a subject area to search. You'll get all the courses with that subject name.
 - Ctrl-Click on multiple subject areas to get all the courses in all those subjects.
 - Click on one subject, then Shift-Click on a second subject to get those two subjects and all the subjects between them in the list.
 - Enter the first one or two digits of the course number to find all courses beginning with those digits.
 - Use level, campus, instructor if desired to narrow the results.
- Classes with a "C" at the left side of the page are closed to more registration. They have met the enrollment limit set by the department.
- If "SR" is next to the class you are not eligible to register at that time.

REGISTER

- If you are an undergrad student on the Seward campus, as soon as you click on ADD/DROP CLASSES you will be required to enter your [AltPIN](#).
- You are able to check on the current status of classes (see if they are full, etc.) without using the altPIN and before it's your time to register by clicking LOOK UP CLASSES TO ADD.
- Choose the CRNs for the courses you desire and 'submit changes'
- Use the 'class search' function to find classes in a subject area, classes meeting at a certain time or other criteria.
- You will receive a message for each class telling whether you are registered or if not, what the problem is.
- If you have a problem, remember the error message and find the FAQ below to see how to fix it.
- You can exit the process at any time and return to complete your registration or make changes later.